

PARENT ACKNOWLEDGEMENT

I have read and agree to abide by the Parent Handbook for School Year 2021-2022 at Crown of Life Christian Academy.

Signature: _____

Printed Name: _____

Date: _____

CROWN OF LIFE CHRISTIAN ACADEMY

FAMILY HANDBOOK

KINDERGARTEN – GRADE 8

2021 – 2022



Crown of Life Christian Academy

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www.crownlifeacademy.com

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INTRODUCTION

This handbook has been developed to assist families in understanding *who* Crown of Life Christian Academy (“CoLCA”) is and introduce them to its policies and procedures. ***This handbook will be updated periodically and should be read by all school families.*** If there are questions concerning any of the school's policies or procedures, we ask that you bring them to the Principal or the Education Committee.

SCHOOL STRUCTURE AND GOVERNANCE

CoLCA is governed by the Education Committee in consultation with the Church Council of Crown of Life Lutheran Church. Under the Church Council, the school maintains the following structure:

Crown of Life Lutheran Church and Christian Academy’s Education Committee advises the Church Council on matters regarding CoLCA’s educational ministries. The Chairman of the Education Committee is a voting member of the Church Council.

The Principal is tasked with overseeing the daily operations of CoLCA and is responsible for carrying out all school-related tasks including supervision of instruction, discipline, staffing, and administrative duties.

Classroom teachers are directly responsible for their classroom and their students. Families are encouraged to speak regularly with their child’s teacher regarding the progress of their child and any feedback (whether positive or constructive) and concerns they want to express.

The **Education Committee** of CoLCA is thankful for the opportunity to partner with you in *helping your child become all Christ calls them to be*. The Education Committee stands ready to serve families by striving to provide an outstanding educational experience for your child. May the Lord bless our partnership.

The Education Committee of Crown of Life Lutheran Church and Christian Academy

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Jerry VonDeylen, Council President and Committee Member	jerry@deylen.com
Paul Condon, Committee Member	
Sara Condon, Committee Member	
David Klingemeyer, Committee Member	
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CoLCA and the WELS

The Wisconsin Evangelical Lutheran Synod (WELS) has been providing Christian education for over 150 years. Considering its early childhood, elementary, and high school system, the WELS manages the fourth largest private school system in the United States. Currently, WELS congregations operate nearly 400 early childhood centers, 300 elementary schools, and 27 high schools.

CoLCA has been operating as part of the WELS school system since 2006. CoLCA operates Preschool, VPK, and Kindergarten through Grade 8 programs on the same campus. CoLCA is blessed with a faculty specifically trained to be professional educators in the WELS school system.

STATEMENT OF RELIGIOUS BELIEFS AND CONVICTIONS

As a Christian school and non-profit institution, CoLCA reserves the right to refuse enrollment or to disenroll students whose personal or family's beliefs and practices conflict with CoLCA's understanding of the Word of God. CoLCA is affiliated with the Wisconsin Evangelical Lutheran Synod (WELS). The WELS website, <https://wels.net>, is a helpful resource to understand CoLCA's teachings and beliefs more fully as revealed in Scripture.

MISSION, VISION, AND OBJECTIVES OF CROWN OF LIFE CHRISTIAN ACADEMY

CoLCA functions as part of the overall ministry plan of Crown of Life Lutheran Church and seeks to carry out the campus-wide mission of...

"To Know Christ and Make Christ Known"

Crown of Life Lutheran Church and CoLCA work collaboratively in carrying out this mission on campus and in the community. With the all-powerful Word of God, Crown of Life will encourage God's people to grow into all they have been designed to be and reach out into the community to those who may not yet know Jesus as their Savior from sin.

VISION STATEMENTS

To carry out its mission, CoLCA commits itself to collaborate with families to accomplish the following:

- Partner with parents/guardians in fulfilling their God-given responsibility of bringing up their children in the training and instruction of the Lord (Ephesians 6:4).
- Help students discover and develop their talents and abilities to be used in thankful service to the Lord.
- Encourage students and their families to have a life-long relationship with Jesus Christ.
- Provide a safe, nurturing environment with high academic standards.
- Incorporate proven instructional methods, quality materials, and a standards-based curriculum taught in the light of God's Word.

OBJECTIVES

CoLCA desires to collaborate with families to see children succeed in all aspects of life. Partnering with families, CoLCA seeks to ensure that children will have what it takes to make a positive impact in our community and beyond. CoLCA desires to serve families by helping their children grow and develop into all God has designed them to be. CoLCA has identified four specific areas in which it will serve students in the process of being prepared for this life and the one to come:

1. CoLCA will partner with families to help students grow within the five domains of development.
 - **Spiritual** – Students will learn to grow in the knowledge and grace of God, trusting in Jesus Christ as their personal Savior from sin through His suffering, death and resurrection. In response to this gift, students learn to live a life of serving Jesus by serving others.
 - **Intellectual** – Students will receive a high quality, well-rounded, Christ-centered education that prepares them for a lifetime of service to God and neighbor. All subjects will be taught in the light of God's Word. It will become evident that God's Word applies to every aspect of life.
 - **Physical** - Recess, physical education classes, and athletic programs will help students grow physically. Students will learn that their bodies are a gift from God and that they accept responsibility for their health, safety, recreation, and rest.

- **Emotional** – Students will learn to recognize that feelings and emotions are real and need to be identified, validated, and aligned with God’s will for his people.
 - **Social** – Students will learn to recognize all people as God’s creation and to show kindness, unconditional Christian love and respect to their peers, family members, pastors, teachers, government authorities, and all God’s representatives here on earth.
2. CoLCA also believes that students need to be equipped for a world that is constantly changing. It is likely that many of the careers CoLCA students will find themselves in do not even exist yet. CoLCA will partner with families to provide opportunities for students to develop the 21st Century skills of
 - **Critical Thinking/Problem-solving – comparing evidence, evaluating claims, & making sensible decisions**
 - **Communication – speaking and writing skills and the ability to process and analyze information through a variety of media formats**
 - **Collaboration – working with others effectively and efficiently to accomplish a common goal**
 - **Creativity/Innovation** – exploring options and designing alternative solutions “thinking outside the box”
 3. CoLCA will partner with families to provide opportunities for students to develop the life success skills of
 - **Integrity – honesty manifested by adherence to moral principles**
 - **Self-discipline – self-monitor, delay gratification, and resist temptation**
 - **Empathy – understand the feelings and perspectives of others as decisions are made**
 - **Perseverance – tenacity in difficulty, striving to achieve, never giving up**
 - **Clearly defined moral values** – understand Biblical guidance for daily living
 4. CoLCA will partner with families to equip students for readiness in the 4 C’s.
 - **Ready for Christian-living**
 - **Ready for College**
 - **Ready for Career**
 - **Ready for Citizenship**

The blessing of Christian education is that these objectives and qualities are developed with guidance from the scriptural tenets of “Love the Lord your God with all your heart and with all your soul and with all your mind” and “Love your neighbor as yourself” (Matthew 22:37, 39).

EXPECTATIONS

Families can expect that CoLCA faculty and staff will:

- Be prepared to serve students and families each day.
- Reflect faith in Christ through words, actions, activities, and relationships.
- Show joy and enthusiasm for the teaching ministry.
- Demonstrate dedication to the teaching ministry.
- Know the subjects they are teaching.
- Know how individuals grow and develop.
- Understand that individuals learn differently.
- Know how to create and maintain a Christian learning environment.
- Communicate effectively.
- Plan a variety of effective lessons.
- Assess student progress.

- Grow spiritually and professionally.
- Have a servant's attitude in their approach to ministry.
- Encourage each student to work to his or her potential.
- Have a willingness to assist students.
- Be available for students and parents.
- Express the joy of carrying out the Gospel ministry at CoLCA.
- Pray for the students and families of CoLCA.
- Treat students and families with Christian love and respect.

CoLCA faculty and staff expect that students will:

- Have a willingness to participate, cooperate, and learn.
- Take responsibility for class assignments and projects.
- Complete all assignments on time using one's God-given talents to their fullest.
- Go to the classroom teacher when there is a question or problem regarding class work.
- Challenge themselves to succeed at the highest possible level.
- Understand and reflect the joys and blessings of the Gospel ministry carried out at CoLCA.
- Pray for their families and CoLCA's faculty and staff.
- Treat other students, support staff, and teachers with Christian love and respect.

CoLCA's faculty and staff expect that families will:

- Have your child at school on time each day.
- Provide spiritual development opportunities for your child.
- Encourage your child to use his/her God-given talents to the best of his/her ability.
- Regularly discuss school with your child.
- Encourage your child to seek help from his/her teacher when questions or concerns arise.
- Discuss your child's progress with his/her teachers.
- Share with your child and others the blessings of Christian education.
- Pray for your child, the faculty, and staff at CoLCA.
- Partner with teachers for at-home learning opportunities (*i.e.*, homework, family projects, etc.).
- Treat other families, the staff, and faculty with Christian love and respect.

STATEMENT OF EXCELLENCE

CoLCA will pursue excellence in:

- Being a school dedicated to the Word of God
- Being a school that demonstrates Christian love and respect toward all
- Being a school seeking to serve students, families, and our community
- Being a school committed to academics
- Being a school striving for continuous improvement

CULTURE OF PROFESSIONALISM

CoLCA does not discriminate based on race, color, sex, age, national origin, or physical ability. A climate of high expectations, both professional and ethical has been established for administrators, teachers, support staff, and students.

CoLCA's *Teacher Qualifications* and *Professional Ethics & Reporting Professional Misconduct Procedures* documents are posted in teacher work rooms, on the school's website, and on hallway bulletin boards.

CoLCA strives in every way to follow the scriptural encouragement found in *Colossians 3:17*, "And whatever you do, whether in word or deed, do it all in the name of the Lord Jesus, giving thanks to God the Father through him."

THE LEARNING ENVIRONMENT AT COLCA

CoLCA teachers know how to create and maintain a Christian learning environment. CoLCA teachers use an understanding of the proper use of Law and Gospel as well as individual and group motivation and behavior management to create a learning environment that promotes Christian living, self-discipline, positive social interaction, active engagement in learning and self-motivation. CoLCA teachers:

- Model and encourage Christian living in words and actions.
- Establish an effective learning community in which students assume group- and self-responsibility, participate in decision making, work collaboratively and independently, and engage in purposeful learning activities.
- Organize, allocate, and manage resources (*e.g.*, time, space, activities) to provide equitable engagement of students in productive tasks conducive to classroom goals.
- Establish Christ-centered values and expectations that foster a positive classroom climate of openness, mutual respect, support, and inquiry.
- Analyze the physical classroom environment and make adjustments to enhance social relationships, motivation, engagement, and productive work.
- Organize, prepare, and monitor independent and group work for full and varied participation of all individuals.

COLCA POLICIES AND PROCEDURES

STATEMENT OF NONDISCRIMINATION

Crown of Life prohibits harassment and/or discrimination against a student based on gender, race, color, physical ability, linguistic preference, ethnic or natural origin, and guarantees all the rights, privileges, programs, policies, and activities generally accorded or made available to students at the school. We further abide by the laws of the Americans with Disabilities Act (ADA).

ADMISSIONS

GENERAL GUIDELINES

- Admission to CoLCA is based on availability determined by class size.
- Students will be placed in the grade level that corresponds with their chronological age using September 1 as the cut-off date.
- Crown of Life may administer diagnostic tests to place students at the appropriate academic level.
- CoLCA practices a non-discriminatory enrollment policy.

ADMISSIONS PROCESS

Step 1: Family connects with CoLCA via phone, email, or the CoLCA website and is directed to either schedule a campus visit or complete an *Admissions Application*.

Step 2: Campus visit schedule is finalized, the family visits, and is provided with additional school information including calendar, tuition information, and scholarship information. (This visit should include the prospective student.)

Step 3: Family completes the application and pays the \$75 Application Fee. (Students may *shadow* for part of a school day prior to Step 4.)

Step 4: Notification from the school office of acceptance for enrollment (either in the class or to the waitlist) will be made within five school days of completing Step 3 (Acceptance is conditional until complete student records have been received.)

Step 5: Family submits other required forms.

Please Note: Updates of immunizations will be required while students attend CoLCA. Your child's immunization record will be evaluated on a regular basis by the local health department. *Children who do not have updated immunization records (or exemption documentation) cannot be allowed in the school.*

ADMISSIONS CONSIDERATIONS

Class Size Limits

With consideration of physical space and striving to provide an optimum learning environment, CoLCA's Education Committee and Church Council have established the following class size limits for CoLCA's Kindergarten through Grade 8 educational program. An Assistant Teacher will be added to each classroom based on need.

- Kindergarten **18** students per classroom
- Grades 1 - 3 **20** students per classroom
- Grades 4-8 **22** students per classroom

Considerations

The following considerations are made by the CoLCA Admin Team, Faculty, and the Education Committee regarding students being enrolled in the upcoming school year's elementary school classrooms.

- Active membership at Crown of Lutheran Church or Sister Congregation
- Siblings currently in program
- Child of CoLCA personnel
- Longevity in CoLCA's educational ministries
- Current CoLCA student in good standing
- Child is from family without a church home
- Applications for enrollment received during the re-enrollment period (students of current CoLCA families) will be given priority.

At its first meeting after CoLCA's period of re-enrollment (January 1 - 31 of the current school year), CoLCA's Education Committee will adopt a list of students being enrolled for each grade and establish a waitlist for those grades in which there are more applicants than spots available.

ATTENDANCE

Regular school attendance is the responsibility of the family and student. CoLCA believes that consistent school attendance is essential for academic success and that all absences affect learning. Therefore, CoLCA's Student Attendance Policy has been developed to meet the following objectives:

- Raise student achievement and close gaps in student performance
- Identify attendance patterns to design attendance improvement efforts
- Know the whereabouts of every student every day
- Verify that individual students are complying with education laws related to compulsory attendance

State law allows the parent to write notes to document and excuse up to 10 days of student absence for illness or excusable reasons per year; five days in the first term (August-December) and five days in the second term (January-May). Beyond those 10 days, if a student has a serious reason to miss additional days, the Principal can review parent requests to excuse up to five more days per year, for a total of 15 days.

Beyond 15 days per year, only doctor/therapist or court notes can be accepted to excuse absences. It is very important to document all days of absence with a note which must be turned in at school even if the reason for absences does not allow the day to be excused.

REPORTING ABSENCES

A parent or guardian is asked to call the school office **(239-482-7315)** by 9:00 a.m. to report an absence (unless a notice of a planned absence has been submitted to the Principal or classroom teacher). In the case of families who do not report an absence, the school will attempt to contact a parent/guardian to determine a student's whereabouts.

When a parent or guardian does not excuse a student's absence, the absence is considered *unexcused*. According to Florida law, students with 15 or more unexcused absences within a 90-day period are considered truant and will be reported as such. Repeated unexcused absences could result in the student being dismissed from school.

ARRIVING LATE & LEAVING EARLY

- Students arriving at school between 9:00 and 10:30 are marked with a quarter-day absence
- Students arriving between 10:30 and 12:00 will be marked with a half-day absence.
- Students leaving school between 12:00 and 1:30 will be marked with a half-day absence.
- Students leaving school between 1:30 and 3:15 will be marked with a quarter-day absence.

When a child arrives late to school in the morning, parents are asked to check the child in at the school office. School personnel will accompany the child to the classroom and sign him/her in.

Students leaving early must check out through the school office. The office calls the student out of class when the parent arrives. The school requests that every effort be made to schedule appointments during non-school hours or on days when school is not in session for students to be present the entire school day.

Students must be in school the entire day to participate in any co-curricular activities. Exceptions are made for pre-approved absences involving scheduled appointments.

TYPES OF ABSENCES

Excused Absences

- Personal illness
- Illness in the immediate family requiring the student to be at home
- Death in the family
- Scheduled medical appointment: If a student is absent from school due to a medical appointment a written statement from a health care provider indicating the date and time of the appointment must be submitted to the child's teacher.
- Quarantine
- Court appearance
- Observance of religious holiday
- Other individual student absences beyond the control of the parent or student, as determined and approved by the Principal or designee. Parents must submit documentation related to the condition.
- Absences due to vacations, local non-school events, programs or sporting activities.
- Absences due to older students providing child care services for siblings.
- Absences due to non-compliance with immunization requirements (unless lawfully exempted).

TARDINESS

Students are expected to be on time for school and families are asked to make every effort to make this happen. Persistent tardiness could result in time calculated as days absent (even if the student arrived before 9:00a.m. but after 8:30 a.m.) and could also result in further consequences, including the student's dismissal from school.

MAKE-UP WORK

Teachers will allow students to make up and receive a grade for tests and assignments missed during an absence. Students typically have one day to make up work for every day of an excused absence. Students are required to make-up work for all absences, truancies, or suspensions. In the event of a planned absence, families may request schoolwork for their child by contacting the classroom teacher. Please keep in mind that the teacher may not be able to provide all schoolwork in advance.

FINAL THOUGHTS ON ATTENDANCE

While 100% attendance is the goal for every student, it is expected that students *will* attend at least 90% of the time. This is especially true for scholarship students. Students who do not attend at least 90% of the time may be in jeopardy of losing their scholarship from the state of Florida. If a student forfeits a scholarship because of attendance, the family will be charged full tuition for that child.

Attending school regularly is critical for academic success. When a day of school is missed, a lot of learning opportunities are missed as well, many of which cannot be replicated. CoLCA teachers appreciate your efforts in getting your child to school every day on time. It is best practice for students to be at school every day to make the most of their educational experience and in preparation for life after school. Families may wish to take advantage of extended absences to be with family or have an experience together that reinforces family bonds. This type of "vacation" is encouraged with the expectation that missed work is completed upon return.

BULLYING

Definition: Bullying is unfair and one-sided. It happens when someone purposely and habitually hurts, teases, frightens, threatens, or alienates someone else.

CoLCA is committed to making our campus a safe and caring place for all students. Everyone is to be treated with Christian love and respect. Bullying of any kind will not be tolerated. All concerns relating to bullying should be reported to a teacher or the Principal and will result in appropriate consequences according to the discipline policy.

BULLYING BEHAVIORS MAY INCLUDE THE FOLLOWING:

- Hurting someone physically such as hitting, kicking, tripping, or pushing
- Stealing or damaging another person's things
- Ganging up on someone
- Teasing someone in a hurtful way, or name calling
- Using put-downs, such as insulting someone's physical attributes or appearance
- Spreading rumors or untruths about someone
- Leaving someone out on purpose, or trying to get other kids not to play with someone

STUDENTS AT CROWN OF LIFE CHRISTIAN ACADEMY WILL BE ENCOURAGED TO DO THE FOLLOWING TO PREVENT BULLYING:

- Treat each other with unconditional Christian love and respect
- Refuse to bully others
- Refuse to let others be bullied
- Refuse to watch, laugh, or join in when someone is being bullied
- Try to include everyone in play, especially those who are often left out
- Report bullying to an adult

TEACHERS AND STAFF AT CROWN OF LIFE CHRISTIAN ACADEMY WILL DO THE FOLLOWING TO PREVENT BULLYING AND HELP CHILDREN FEEL SAFE AT SCHOOL:

- Closely supervise students in all areas of the school and playground
- Watch for signs of bullying and stop it when it happens
- Respond quickly and sensitively to bullying reports using the *Four-A Response* process and coaching (Affirm/Ask/Assess/Act)
- Look into all reported bullying incidents
- Assign consequences for bullying based on the school discipline policy
- Provide immediate consequences for those who retaliate against students who report bullying.

CAMPUS VISITORS

All campus visitors are required to sign in and out at the school office. Parents of CoLCA students are always welcome to visit the school. Visits by other adults or by friends of students may also be arranged with the Principal and classroom teacher at least 24 hours in advance of the proposed visit. Unauthorized visitors may be asked to leave the building and campus to ensure the security of our students.

CELL PHONES

The main office is staffed for answering phone calls. If a parent needs to communicate with their child during the day, please contact the office at 239-482-7315.

If parents feel their child absolutely needs a cell phone, the phone must be turned off and kept in the student's backpack/bookbag before the start of school and remain off while on school property. This includes iPads and cell phones used for music. Students may *not* use their phones for calling, texting, or emailing during the day. Students caught using cell phones during school will have their phone confiscated and a parent/guardian will retrieve the phone from the administration.

COMMUNICATION

CoLCA desires to build a culture where parents and teachers partner together in providing quality Christian education. To that end, the staff of CoLCA is truly committed to maintaining open channels of communication with the families of our students.

Below are some important avenues designed to promote efficient and effective communication:

ORIENTATION/BACK TO SCHOOL NIGHT

In early August, parents have an opportunity to meet with the teachers and Principal at CoLCA's Back to School Night to discuss the school's philosophy, policies, and procedures. This event gives CoLCA the opportunity to provide parents information about new policies, reinforce specific policies, and an opportunity to ask questions about CoLCA's educational ministry. Included with this event is an opportunity for students and families to visit classrooms and meet the teaching staff. Families are provided information needed for a successful school year and students can bring in their books and supplies in advance of the first day of school.

PARENT-TEACHER CONFERENCES

CoLCA holds formal parent-teacher conferences in the fall and spring of the school year. These conferences provide an opportunity for families to visit with teachers and discuss their child's spiritual, intellectual, physical, emotional, and social development.

TEACHER AVAILABILITY

If at any time during the school year families have questions concerning their child's progress or behavior, they are encouraged to call or email the teacher and arrange a mutually convenient time to meet. The teacher will make every effort to return your call or respond to your email within 24 hours.

CLASSROOM VISITATION

As part of CoLCA's open-door policy, parents are welcome to visit their child's classroom and see education in action. Parents may participate in classroom activities or just come and observe. Prior to the visit, please contact your child's teacher.

DROP-OFF/PICK-UP

When a student is dropped off or picked up from the classroom, families will have an opportunity to connect with the teacher. This is not the time to discuss concerns or sensitive issues, but it can be used to set up a future meeting.

VOLUNTEERING

Parents are welcome to volunteer at CoLCA. Opportunities are plentiful. Whether it's one day a month or one day a year, please consider being a part of your child's classroom experience. Your presence enhances your life, your child's life, and our educational programs as well. If interested, please contact your child's teacher or the Principal.

WEEKLY UPDATE (E-NEWS)

Classroom teachers will typically send home a weekly email or newsletter to inform families of classroom news and events.

WHEN CONCERNS ARISE

We realize that at times problems or misunderstandings between home and school will arise. It is not good to leave these matters to themselves, even for a short period of time. If at any time you have a question or concern, please follow the process below which is based on Christ's instruction given to us in Matthew 18. "If your brother or sister sins, go and point out their fault, just between the two of you. If they listen to you, you have won them over. But if they will not listen, take one or two others along, so that 'every matter may be established by the testimony of two or three witnesses.' If they still refuse to listen, tell it to the church; and if they refuse to listen even to the church, treat them as you would a pagan or a tax collector. (Matthew 18:15-17) It is the aim of this process to resolve any problems in a God-pleasing manner.

Parents are encouraged to address concerns directly with the person or people involved in the issue, whether it be another parent, a teacher, a school administrator, or anyone else about whom a parent has a concern. If a parent has a concern about a teacher or another member of CoLCA's staff, the parent is encouraged to address that concern with the staff member directly, and if that fails, then to the Principal. However, the leadership of Crown of Life Lutheran Church, which oversees CoLCA, has an open-door policy. Any parent may bring concerns directly to the Education Chairman, the President of the Church Council, or the Church Pastor. Such leaders are empowered to take action as necessary, including but not limited to helping facilitate a resolution and taking any other follow-up action that they determine necessary or desirable under the circumstances.

If your child comes home and shares with you something of concern, it is often best to reach out to your child's classroom teacher and ask the question beginning with three important words, "**Help me understand...**" A classroom teacher may not be aware of an issue your child shares. This question provides an opportunity for families and teachers to work together for the good of the entire school community. It is important to remember to speak the truth in love as brothers/sisters in Christ.

Under no circumstances should families express concerns or frustrations with the school, a teacher, or other students via social media. This type of behavior is harmful to campus culture and will not be tolerated. Inappropriate use of social media on the part of a CoLCA family could result in a student's dismissal from CoLCA.

CURRICULUM

The curriculum at CoLCA seeks to enrich the mind and enlighten the heart through the timeless truths of God's Word. CoLCA's curriculum is designed to meet the diverse needs of learners, gives encouragement to use one's gifts to God's glory, and is based in part on learning standards set forth by the Florida Department of Education.

Bible History

Each classroom has a daily Bible History period. Students in Kindergarten through Grade 8 use the *One in Christ* Bible History curriculum which over the course of the year studies Biblical accounts from the Old and New Testaments. Hymns or religious songs are studied by all grades.

A unique component of the religion curriculum at CoLCA is memory work. Each week, students in grades 3-8 are assigned scripture passages, parts of the Catechism, and hymns for memorization and recitation. Students in grades K-2 complete memory work in class. CoLCA believes there is academic value in memorizing and spiritual value beyond compare when God's Word is in the hearts and minds of His children.

LANGUAGE ARTS

A clear understanding of the English language is imperative for success in all areas of the curriculum and everyday life. CoLCA's language arts curriculum accomplishes this through its integration of reading, phonics programs, vocabulary, writing, spelling, grammar, and oral expression in a sequential and developmentally appropriate order. Students in grades K-4 use programs from Collaborative Classroom, either *Being a Reader* or *Making Meaning* and *Being a Writer* as the foundation for instruction in Language Arts. Students in grades 5-8 use literature circles and Institute for Excellence in Writing as the basis for their study of Language Arts.

MATHEMATICS

The traditional math approach at CoLCA gives students a firm foundation in computation, math concepts, problem solving strategies, and data interpretation. Kindergarten begins their mathematical journey with Starfall Mathematics curriculum. To promote consistency in mathematics instruction 1st through 8th Grade use the *Saxon Mathematics* program. This math program is experiential in nature and employs manipulative and real-life situations to build mathematical knowledge.

SCIENCE

The science curriculum at CoLCA leads children to a greater appreciation of the awe-inspiring world in which they live. By means of textbook investigation, hands-on experimentation, group projects, and technology-aided presentations, students discover various aspects of physical, earth, and life science. Special emphasis will be placed on developing skills such as observing, comparing, hypothesizing, predicting, measuring, testing, and interpreting. Grades 4-7 use the Apologia Science curriculum that includes hand-on experiments designed to equip students with the scientific method to explore and appreciate God's creation.

SOCIAL STUDIES

The scope of study in CoLCA's social studies curriculum includes exposure to a variety of social science disciplines: world cultures, values and customs, history, geography, sociology, current events, economics, and civics. Instruction and activities in these areas are structured to help young students develop skills such as critical thinking, decision-making, cause-and-effect relationships, and reading charts, maps, and graphs. History is taught

with a Biblical worldview providing students with discernment and the necessary tools to be active, well-adjusted citizens and leaders in today's world.

TECHNOLOGY

The development and use of modern technology continue to evolve and shape our lives. Students are given the opportunity to develop familiarity with the physical structure of computers and with operating various computer programs to supplement cognitive growth. Classrooms are equipped with computer equipment, educational software, and high-speed Internet access.

MUSIC

CoLCA's music program contains the integrated components of music theory and music appreciation. Music instruction is designed to teach basic elements such as notation, rhythm, and music terminology to prepare students to read music and explore musical instruments. Vocal skills are developed through pitch exploration, ear training, and classroom singing.

ART

Art is a gift from God and CoLCA's program from Kindergarten to Grade 8 is unique with the emphasis on providing students with the opportunity to explore a wide variety of mediums. Concepts such as line, shape, form, color, pattern, design, and composition are developed in an art curriculum that allows children to express their creativity and discover their talents. Young artists learn to value not only the product, but also the process. The children also enjoy exposure to well-known artists, their unique styles, and classical works. Other goals include development of fine motor skills, improvement of hand-eye coordination, and experiences in collaborative learning.

PHYSICAL EDUCATION

The goals of CoLCA's physical education program include instruction in the rules, skills, and strategies of team and individual sports, physical fitness and cardiovascular development, practical experiences in leadership, teamwork, and sportsmanship, and development of a positive self-image in a safe, structured environment. CoLCA uses the SPARK physical education curriculum in Kindergarten – Grade 8. Expectations include participation in all games and activities, respect for peers and instructors, proper care of equipment, and cooperation.

The P.E. program is designed to enable each child to achieve success while developing an interest in life-long physical activity. Participation in P.E. for students with medical problems or physical limitations will be modified as needed.

CONDUCT AND DISCIPLINE

All students are expected to obey and show respect to those in authority. Hebrews 13:17 serves as a guide, "Obey your leaders and submit to their authority. They keep watch over you... Obey them so that their work will be a joy, not a burden, for that would be of no advantage to you." Students are also expected to be considerate, kind, and courteous toward each other. Matthew 22:39 states, "Love your neighbor as yourself."

Upon enrolling a child at CoLCA, a parent gives his child's teacher the authority to carry out the disciplining of the child while attending school or any of its functions. The parents can expect that CoLCA's teachers will correct their children properly in the spirit of Christian love and concern.

In all cases of discipline, CoLCA's personnel will act with utmost love for the children and with their best interest in mind. We exist to partner with parents in *helping their child become all Christ calls them to be*.

In general, discipline is part of classroom management and is handled by the teacher. The exceptions to this are detentions, probations, suspensions, and expulsions, which involve the Principal and the Education Committee.

Disciplining is a teaching or leading process. CoLCA's discipline program is based on the proper application of Law and Gospel. The Law condemns and curbs a person's sinful nature as it shows the undeniable need for a Savior. But it is the Gospel (good news) of Christ which changes the heart and motivates a person for true discipleship. Simply put, the discipline program at CoLCA is reflected in these three objectives:

- To teach, model, and reinforce appropriate behavior.
- To stop inappropriate behavior.
- To promote personal responsibility and accountability.

Each student is a unique child of God with unique personal, social and educational needs. As a result, every disciplinary situation becomes unique in nature. Consequences for misbehavior provide the best learning value when matched to the unique student and the unique situation. The odds for children learning from their mistakes increase dramatically when children see a reasonable connection between their behavior and the resulting consequences.

Our school staff dedicates itself to following a set of principles that provide a guide for dealing with student discipline. These principles guide our attempts to individualize disciplinary procedures and to help students see reasonable connections between their behavior and the resulting consequences.

Since these principles provide the guiding light for our professional decisions, the staff encourages parents to bring concerns and questions to us in the event we operate in ways that appear to be inconsistent with these core beliefs.

Principles for dealing with misbehavior include the following:

- Students will be shown their sin with the use of the Law and guided in God-pleasing behavior with Gospel motivation.
- Students should respect all those in authority (teachers, pastors, staff and parents) according to the 4th Commandment.
- Students should be guided and expected to solve the problems they create without making problems for anyone else.
- Misbehavior should be handled with natural consequences instead of punishments whenever possible.
- There should be a logical connection between the student's behavior and resulting consequences.
- Every attempt should be made to maintain the dignity of both the adult and student.

In no instance will physical punishment be used (*e.g.*, spanking), nor will discipline be related to food, rest, or toileting. We will also not use discipline that is abusive, frightening, humiliating, or neglectful. We prefer to give encouragement for and praise of good behavior, while offering corrective guidance and redirection for improper behavior/attitudes. We do our best to anticipate problems and redirect a child's activities. We will narrow choices if necessary. Positive words will be used to encourage positive behavior. We will encourage children to use words to express themselves.

If a child is exhibiting an inappropriate behavior, the child will be told they need to stop, explain why the behavior is unacceptable, and offer reasonable alternatives. Logical and natural consequences as well as temporary loss of

privileges may be used as a reasonable alternative. If the child is repeating inappropriate behavior, the parents will be consulted.

Under most circumstances, discipline follows a progression until the desired outcome is reached. This progression would include discussions with the student, teacher, parents, Principal, Pastor, and Education Committee as appropriate.

To maintain a high-quality learning atmosphere and educational program, students who consistently break the rules set by CoLCA will be disciplined appropriately. If corrective action is not taken on the part of the student, along with any necessary encouragement from his/her family, the student may be asked to leave the program.

School disciplinary action may include:

- **Referral** - When a discipline issue is not resolved at the classroom level the student may be referred to the principal. The student's family will be informed whenever a discipline referral is made.
- **Detention**— A one-hour period after the school day during which the student works on a predetermined project.
- **Suspension** – The student is removed from the classroom for a specified period. Conditions of the suspension may vary.
- **Probation** – A period during which a student is expected to demonstrate specific behaviors
- **Expulsion** – Permanent removal from school.

Disciplinary Procedures

The discipline process is initiated as follows:

1. The infraction is brought to the student's attention.
2. The incident is documented by the teacher, and parents have the right to receive copies of such documentation.
3. The teacher and student work together to achieve resolution. This may result temporarily in extra duties or the loss of privileges for the student. Whenever consequences are administered, they will be consistent, logical, and motivated by love for the child.
4. Parents may receive a phone call, hand-written note, or email message from the teacher indicating the concern.
5. A teacher or the Principal may request a parent conference in which behavioral issues are identified and solutions are discussed.
6. A student can be placed on probation for repeated violations.
7. A student may be suspended for continued violations of school rules or for extreme, disruptive, or dangerous behavior. A suspension may be 1, 3, or 5 days and may be served at home or in the school as directed. The Principal may institute an in-school suspension in accordance with these procedures. Only the Education Committee may impose an out of school suspension, except when the health or safety of others is in question, in which case the Principal may impose an out of school suspension, which is reviewable by the Education Committee.
8. If a student persists in his or her lack of cooperation as indicated by an unwilling spirit, rebellious behavior, or unacceptable attitude, the Education Committee may expel the student from CoLCA.

Situations which are considered extreme or presenting a danger are determined by the Principal and Education Committee and are dealt with immediately.

DAILY WORSHIP

Students at CoLCA will have multiple opportunities to worship our Lord throughout the week. Teachers will conduct classroom devotionals and the student body will meet for a chapel service led by Crown of Life Lutheran's pastor each Wednesday. Chapel services will also give students the opportunity to bring an offering for the Lord to support a mission project beyond the CoLCA campus.

DRESS CODE

The following dress code has been developed in accordance with Crown of Life's commitment to excellence in education. CoLCA has developed standards of dress which are conducive to a positive learning environment and reflect pride in our school. As Christians, we want to reflect modesty, neatness, and appropriateness in our appearance as we reflect Christ in our daily lives. Students are expected to wear the school uniform Monday - Thursday and have free choice, adhering to these guidelines, on Friday.

GIRLS' Dress Code

Monday – Thursday: Uniforms

- Solid colored polo shirt
- Solid colored bottoms
 - Shorts and pants are acceptable.
 - Skirts, Skorts, and Jumpers may be worn with shorts or leggings underneath.
 - Shorts must be fingertip length or longer.
 - Pants must have pockets.
 - Leggings alone are not permitted.
- Solid colored uniform dresses are also acceptable but must be worn with shorts or leggings.
- Closed toe shoes are recommended and tennis shoes/sneakers are required on P.E. or sports days.

BOYS' Dress Code

Monday – Thursday: Uniforms

- Solid colored polo shirt
- Khaki/tan, navy, or black bottoms
 - Shorts or pants are acceptable.
- Closed toe shoes are recommended and tennis shoes/sneakers are required on P.E. or sports days.

GENERAL GUIDELINES

- Jeans (shorts, pants, skirts, etc.) may only be worn on Fridays unless otherwise stated. **Jeans are to be free of rips, holes, etc.** (Jeans – shorts, skirts, etc. must meet the length guidelines above)
- Clothes must be neat, clean, and in good repair.
- Friday free choice clothing must not contain individuals, groups, images, or wording that conflicts with Biblical principles.
- For safety reasons, excessive jewelry and dangling or hoop earrings are not allowed. Small earrings may be worn.
- Hair is to be neatly brushed or combed.
- Out of the ordinary hair styles should be avoided.

UNIFORM VIOLATIONS

Students who come to school without the appropriate uniform apparel will receive a uniform violation notice from the classroom teacher to be signed by a parent or guardian and returned the following day. Repeated uniform violations may result in a detention period or other disciplinary action.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA) REGULATIONS

Parents and students have a right to confidentiality as outlined by the **Family Educational Rights and Privacy Act Regulations (FERPA)**. **While these rights apply to institutions receiving federal funding, CoLCA will follow the guidelines established for the protection of parents' and students' records.**

FERPA gives parents and students the following rights regarding educational records:

- The right to access educational records kept by the school.
- The right to demand educational records be disclosed only with parent/student consent.
- The right to amend educational records.

Parents/students have a right to know about the purpose, content, and location of information kept as a part of their educational records. They also have a right to expect that information in their educational records will be kept confidential unless they give permission to the school to disclose such information. Therefore, it is important to understand how educational records are defined under FERPA. Educational records are defined by FERPA as:

Records that are kept in the sole possession of the [institution], are used only as a memory aid, and are not accessible or revealed to any other person except a temporary substitute for the maker of the record.

Educational records are directly related to the student and are either maintained by the school or by a party or organization acting on behalf of the school. Such records may include:

- Written documents, including student advising folders.
- Computer media.
- Microfilm and microfiche.
- Video or audio tapes or CDs.
- Film.
- Photographs.

Any record that contains personally identifiable information that is directly related to the student is an educational record under FERPA. This information can also include records kept by the school in the form of student files, student system databases kept in storage devices such as servers, or recordings or broadcasts which may include student projects.

RECORDS NOT CONSIDERED AS EDUCATIONAL RECORDS

The following items are not considered educational records under FERPA:

- Private notes of individual staff or faculty. (NOT kept in student advising folders)
- Campus police records.
- Medical records.
- Statistical data compilations that contain no mention of personally identifiable information about any specific student.

Faculty notes, data compilation, and administrative records kept **exclusively** by the maker of the records that are **not accessible or revealed to anyone else** are not considered educational records and, therefore, fall outside of the FERPA disclosure guidelines. However, these records may be protected under other state or federal laws such as the doctor/patient privilege.

TWO TYPES OF EDUCATIONAL RECORDS

There are two types of educational records as defined under FERPA. Each type of educational record is afforded different disclosure protections. Therefore, it is important for faculty and staff to know the type of educational record that is being considered for disclosure.

DIRECTORY INFORMATION

Some information in a student's educational record is defined as directory information under FERPA. Under a strict reading of FERPA, the school may disclose this type of information without the written consent of the parent/student. However, the parent/student can exercise the option to restrict the release of directory information by submitting a formal request to the school to limit disclosure. Directory information may include:

- Name.
- Address.
- Phone number and email address.
- Dates of attendance.
- Degree(s) awarded.
- Enrollment status.

Though it is not specifically required by FERPA, ColCA will keep directory information confidential.

NON-DIRECTORY INFORMATION

Non-directory information is any educational record not considered directory information. Non-directory information must not be released to anyone, including parents of the student, without the prior written consent of the student. Further, faculty and staff can access non-directory information only if they have a legitimate academic need to do so. Non-directory information may include:

- Social security numbers.
- Student identification number.
- Race, ethnicity, and/or nationality.
- Gender.
- Transcripts and grade reports.

Transcripts are non-directory information and, therefore, are protected educational records under FERPA. Parents/students have a right to privacy regarding transcripts held by the school where third parties seek transcript copies. Institutions should require that parents/students first submit a written request to have transcripts sent to any third party as the privilege of privacy of this information is held by the student under FERPA.

PRIOR WRITTEN CONSENT

In general, a parent's/student's prior written consent is always required before institutions can legitimately disclose non-directory information. Prior written consent must include the following elements:

- Specify the records to be disclosed.
- State the purpose of the disclosure.
- Identify the party or class of parties to whom the disclosure is to be made.
- The date.
- The signature of the student whose record is to be disclosed.
- The signature of the custodian of the educational record.

Prior written consent is not required when disclosure is made directly to the parent/student or to other school officials within the same institution where there is a legitimate educational interest. A legitimate educational interest may include enrollment or transfer matters, financial aid issues, or information requested by regional accrediting organizations.

CoLCA does **not** need prior written consent to disclose non-directory information where the health and safety of the student is at issue, when complying with a judicial order or subpoena, or where, as a result of a crime of violence, a disciplinary hearing was conducted by the school, a final decision was recorded, and the alleged victim seeks disclosure.

CoLCA will always seek written consent from the parent before disseminating educational records to third parties.

FIELD TRIPS

Field trips are a part of your child's educational experience at CoLCA. Field trips will be announced well in advance of the trip's date. Prior to a school or classroom field trip each family will receive a letter explaining the trip along with a permission form. Families must complete and return are asked to return the form promptly to avoid a situation in which a child would not be able to accompany his/her class on a field trip. Except as otherwise communicated, field trip costs for students are included in the registration fees. End of the year "fun" school field trips are one example of field trips that are not included in the registration fees.

On occasion, drivers and chaperones will be needed. All field trip drivers must have a completed *Volunteer Driver Form* and supporting documentation on file in the school office.

GRADING

Assessing student progress is a critical element of the teaching process. Accurate evaluation of learning directs and guides teaching. Teachers engage in daily ongoing assessment of students' understanding and proficiency as the basis for choosing and moving from one instructional sequence to the next.

GRADING

Students in Grades 3-8 will be graded using the following scale:

A+	100	B+	87-89	C+	77-79	D+	67-69
A	95-99	B	83-86	C	73-76	D	63-66
A-	90-94	B-	80-82	C-	70-72	D-	60-62
						F	below 60

Students in Kindergarten through Grade 2 are assessed on their progress towards grade level standards.

REPORT CARDS

Student progress is graded and officially recorded on the quarterly report card. Quarterly report cards are printed and sent home at the end of each grading period.

PROMOTION

The promotion of each student from grade to grade is based upon the student's satisfactory achievement of required class work. A child will not be retained without previous consultation with the families. Promotion is based on achievement standards the school has established and the God-given abilities of the student.

GRADUATION GUIDELINES

Only students who are currently enrolled and have passed/completed the pre-approved classes set by administration of CoLCA, will be eligible for graduation from eighth grade. In addition, all tuition and fees must be paid in full to the school prior to the student participating in any graduation ceremonies and/or transferring records.

HEALTH AND SAFETY

FIRST AID AND CPR CERTIFIED

CoLCA faculty and staff are CPR and First Aid Certified and meet American Red Cross and American Heart Association recommendations. Knowledge obtained through these courses permits CoLCA faculty and staff to be ready to handle emergencies due to sudden illness or injury to students.

IMMUNIZATIONS AND HEALTH FORMS

Florida law requires that all students have the necessary forms on file by the first day of class. Students cannot begin classes at Crown of Life without a current, completed physical exam form and proper documentation of up-to-date immunizations. Forms are available from your doctor.

MEDICATIONS

If your child must have prescribed or non-prescribed medication, oral or topical, during school hours, the medication must be in the original container with specific instructions in writing. This should include the child's name, medication name, dosage, and time to be taken. Parents must include written authorization for non-prescribed internal or external medication. Parents are asked to deliver the medication directly to a teacher. Refrigeration will be available for those medications requiring it. *If medication—including sunscreen or bug spray—is to be given during the day, a medical release and authorization form will need to be signed.*

ILLNESS

Parents are responsible to inform the school when a child is or will be absent for any reason. For more information, please reference our attendance policy. In the case of illness, the staff would appreciate knowing the nature of the illness in case it might be contagious. When advisable, a release form from the physician will be necessary for a child to return to school. A parent may excuse a child from school by calling the office: 239-482-7315.

If your child arrives at school with the following symptoms - fever (greater than 100.4, nausea, runny nose, sore throat, flushed appearance, abnormal irritability - or develops these symptoms while at school, the parent/guardian will be notified and asked to take their student home as soon as possible. **The child must not come back to school until they are symptom free for 24 hours (this includes diarrhea, vomiting, or fevers of 100.4 degrees or higher).**

EMERGENCIES

Medical emergencies may, on occasion, occur at school. In the event of a life-threatening situation (example - unconsciousness), the school may need to contact the appropriate emergency medical service first, before calling the parents. In case of an accident or illness where immediate emergency care is not deemed necessary, but where a child is unable to remain at school, the school will contact the parents to arrange transportation home. Likewise, if a child shows symptoms of illness during the day, the child will be isolated, and the parents will be called.

Parents, please remember that the school must always be able to reach you. If neither parent can be reached at home, work, or cell, the emergency contacts listed on the child's emergency card will be phoned and asked to pick up the child.

If for any reason during an emergency, the children cannot stay on school property, they will be taken somewhere safe, and parents will be notified where they can pick up their child via email, phone, or SMS.

MINOR ACCIDENTS

All minor accidents – cuts, scratches, bumps, and bites are given First Aid treatment and recorded with accident reports. Parents/guardians will be informed of the specific event.

SERIOUS INJURIES

If your child suffers a serious injury, the school will call 911 and will then call the parents; provide First Aid until help arrives; and determine who will accompany the injured student to the hospital. An Accident Report form will be completed describing the nature and extent of the injury. **All head injuries will be reported to parents.**

LICE

If lice and/or lice nits (eggs) are discovered on any student(s), a "no nit" policy will be followed. CoLCA understands how difficult it is to rid the hair and scalp of all the eggs related to lice, but also recognizes how easily lice can be spread. Therefore, if your child is sent home with lice and/or nits, they will not be allowed back into school until they are free from all nits for 24 hours. Students must receive clearance from a health care professional before returning to school or be checked/cleared by CoLCA personnel.

SEVERE WEATHER

Whenever possible the Principal will inform faculty and staff of area weather warnings issued by the National Weather Service.

EMERGENCY EVACUATION DRILLS

In compliance with state regulations, evacuation drills are performed once a month. For the safety of all, detailed drill procedures are shared and periodically reviewed in each classroom.

HOMEWORK/SCHOOL WORK

Homework/schoolwork is not a means to itself, but rather the unfinished portion of classroom work used to practice new skills, reinforce lessons, or assess student learning. You can expect that your child may bring home some degree of work most school days. Some rough guidelines for homework time are as follows: Grades one and two about fifteen to thirty minutes per night, Grades three through five about thirty minutes to one hour, Grades six through eight about one hour to ninety minutes. Please call your child's teacher if your child regularly spends an extraordinary amount of time on his/her homework.

All assigned homework/schoolwork, whether it is done at school or home, is expected to be completed and handed in on time.

INSURANCE

Crown of Life Lutheran Church and Christian Academy is fully insured with property and liability insurance as required by the state of Florida and as deemed necessary and appropriate for our educational ministries.

INVITATIONS

If invitations are brought to school to be distributed for parties, an invitation must be given to each student. If you do not care to invite the entire class, please send invitations in another way outside school hours.

LUNCH/SNACKS/TREATS

CoLCA does not offer a lunch program. Students will bring their own cold lunch and drink. Students may choose to bring a snack for the morning break/recess. If your child will be attending the extended program following their school day, please also send an afternoon snack and drink.

Drinks and food can be kept cool or warm by use of a thermos container, ice pack, or a thermal lunch box. Students will not be allowed to microwave food. We recommend water bottles versus juice pouches so students can refill whenever needed.

Please encourage your child to eat something nutritious before coming to school. Children who do not eat breakfast may be quite sluggish until snack time. The child's attention span may be affected, preventing optimal learning during class time.

Children can bring treats for their birthdays or other special occasions. The treats will be distributed and eaten at an appropriate time, at the discretion of the teacher. Please check with your child's teacher before a treat is brought to school about the timing of the treat and the contents of the treats (since some students have allergies). Additionally, classrooms may be required to be free of peanuts and other foods or allergens (*e.g.*, latex).

MANDATORY REPORTING OF SUSPECTED ABUSE

The teachers and Principal of CoLCA are required by law to report incidents of suspected sexual, emotional, physical, or other abuse and neglect to the proper authorities. Under this law, parents are not to be notified of the report.

PROPERTY DAMAGE

Damage done to any church or school property, whether willful or accidental, must be paid for by the responsible party. Arrangements for the repair or replacement of the damaged property should be made with the school leadership or Crown of Life Council. Students will also be fined for textbooks that show signs of undue wear.

SCHOOL CLOSING

In the case of severe weather, we will follow the closing announcements of the Lee County School District. Whatever action the Lee County Schools are taking, CoLCA will do the same and will be announced through local media outlets. If for any other reason the school needs to be closed, you will be notified via Facebook and/or emails.

SCHOOL HOURS

CoLCA is open from 7:30 AM to 5:30 PM. Extended care is available at an additional cost for students in Kindergarten through Grade 8 for students needing to arrive prior to 8:15 AM or stay beyond 3:30 PM

Before School Care	7:30 AM - 8:15 AM
Grades K-8:	8:30 AM - 3:30 PM
After School Care	3:30 PM - 5:30 PM

ARRIVAL/PICK-UP PROCEDURES

- Students arriving prior to 8:15am are to be signed in to extended care by a parent or guardian.
- Parents may park in the lot and bring their children to the classroom or drop them off by using the drop off lane.
- After 3:45pm, students will be signed in to extended care.

If someone other than the designated person(s) will be picking up your child, please inform this person they are required to show their driver's license. We will not release your child to anyone we cannot verify as an authorized person. Late pick-ups will result in extended care fees.

SCHOOL PICTURES

School pictures will be taken each year, generally in the fall. A professional school photography company takes the pictures, which you may purchase if you desire. Pictures may also be taken throughout the year and used on social media, CoLCA's website, in newsletters, and other promotional materials. If you have given your consent to your child's picture being taken, you consent to all uses. Once consent has been given, digital and print media will not be revised if consent is later withdrawn.

SECURITY

CoLCA strives to be a secure campus and is equipped with secure entry points. Signs notify visitors that they must report to the school office. Visitors are required to sign in and sign out. The staff has been advised to approach any unfamiliar visitors and ask how they may be helped. Students who see unfamiliar people or suspicious activity should inform one of the staff members immediately.

STANDARDIZED TESTING

Three times a year, students in Grades 3-8 are tested using the national NWEA Measure of Academic Progress (MAP) tests. These tests are used to measure academic growth and development and assist in planning and addressing curricular needs for individual students and the school. Results are shared with parents after each testing period.

STUDENTS WITH SPECIAL NEEDS

CoLCA will make every attempt to serve all families. However, CoLCA is not equipped to meet the needs of all children, including, but not limited to, those with severe physical and/or learning challenges. If the staff cannot adequately meet the child's needs, we will suggest agencies through which parents can receive help. These actions are always carried out in the best interests and care of the student and with their educational needs in mind.

TECHNOLOGY

Students at Crown of Life will have access to multiple kinds of technology. Students are expected to use technology in a manner which gives glory and honor to God. Families and students will agree to abide by any applicable policies of CoLCA regarding technology usage. Inappropriate or reckless use of technology may result in loss of privileges or other discipline as appropriate.

TUITION AND FEES

Tuition and fees are determined by the Crown of Life Budget Committee. The Church Council of Crown of Life Lutheran Church then approves the rates for the upcoming school year.

Prior to the beginning of the enrollment process, tuition rates and all fees (application, registration, and extended care) will be available for families. A current tuition and fees schedule is available in the school office and on the website.

CoLCA recognizes that attendance at a Christian school requires a commitment of time and financial resources on the part of families. We are thankful for the willingness of families to make this commitment for the benefit of their children. With that in mind, CoLCA wants parents to be aware of various tuition assistance and scholarship programs.

SCHOLARSHIPS/TUITION ASSISTANCE

- *State of Florida Step Up for Students*
- *Family Empowerment Scholarship*
- *McKay Scholarship*
- *Gardiner Scholarship*
- *AAA Scholarship*
- *CoLCA Tuition Assistance*

Note: Each scholarship requires the family to apply and provide specific information. It is the responsibility of the families to complete all required forms on time to be considered eligible for any of these scholarships. In most cases, scholarship checks are sent directly to CoLCA and are co-endorsed by the family. If a student withdraws from CoLCA prior to the end of the school year, any scholarship funds remaining on the student's account are returned to the scholarship granting organization. (For more information on scholarships and tuition assistance, please visit CoLCA's website or contact the office.)

Tuition assistance awarded directly by Crown of Life Lutheran Church is provided to families who support and demonstrate a commitment to Christian education and Crown of Life's mission of *"To Know Christ and Make Christ Known"*. Crown of Life Lutheran Church and Christian Academy is blessed to partner with families in fulfilling this mission. Tuition assistance from Crown of Life Lutheran Church can be withheld for those who by their actions demonstrate a lack of support or commitment to Crown of Life Lutheran Church and its educational ministries.

FINANCIAL POLICIES

CoLCA maintains its ability to offer a high-quality Christian education with qualified teachers through the tuition and fees it collects. It is necessary that all balances be paid in full and on time. Your cooperation with the following is appreciated!

- Parents may opt for one of two payment plans: (1) 10-month payment plan or (2) pay in full up front.
 - Families opting for the 10-month payment plan may roll registration, extended care, and activities fees into their tuition payment plan. The first payment will be due at the time of registration and will include the registration fee and book fee. The first month's tuition will be due on the first day of school, and subsequent tuition payments will be due on the first day of each month, starting on September 1st.
 - Families opting to pay in full up front will receive a 5% discount on tuition, on top of any other discounts, such as sibling discounts.
 - The registration fee will be waived if registered by March 31.
 - A sibling discount of 10% will be given for each additional student.
- Scholarship students are expected to pay the difference between what the scholarship pays and the yearly cost at CoLCA (divided by 10 if the parents opt for the 10-month payment plan).
- There will be **no proration or rebates of any prepaid fees for any student during any month**, including if your child is absent for vacations, sickness, etc.
- All balances from a previous school year must be paid in full for a child to return for the upcoming school year. Special circumstances can be brought to the attention of the Crown of Life Education Committee for consideration.
- If tuition is not paid by the middle of the month in which it is due, the bill will be turned over to the Principal. If the tuition is not paid by the end of the month, the student will not be allowed to attend class until it is paid or arrangements have been made with the Principal. Any alternative payment plan must be approved by the Education Committee. Families with an outstanding balance more than 60 days past due (of any amount) may jeopardize continued enrollment at CoLCA. In addition, in such cases, a bill collection service may be called and an additional fee of up to 40% may be added to the account.
- A late charge of \$50 will be added on the fifth day of the month unless arrangements have been made with the Principal.
- Students entering Grade 8 must have their account paid in full prior to graduation.
- If a student withdraws prior to the end of the school year, tuition and extended care fees can be refunded on a prorated basis.

CoLCA seeks to work with all its families. If there is a concern about tuition payments, please contact the Principal.

CLOSING THOUGHTS

CoLCA is operated under the guidance and authority of Crown of Life Lutheran Church. Through the school, children are taught the precious truths of God's Word across the curriculum. The school does not take the place

of the family's role in educating children; rather the school exists to partner with parents in this important responsibility. It is the desire of the CoLCA faculty and staff to create a culture of cooperation, high expectations, and mutual respect as we work together to carry out the task our Lord has placed before us – helping children become all Christ calls them to be.

This Family Handbook does not include every situation that may possibly arise during the school year. If any situation not specifically covered should arise, in Christian love, the administration will make every effort to act fairly and quickly. The best interest of the student, school, and God's kingdom will be considered. Each situation is different and will be handled on an individual basis. The administration reserves the right to deviate from the policies and guidelines outlined below.

May God bless us in our endeavors!

CONTACT INFORMATION

Crown of Life Christian Academy

Office: 239-482-7315

5820 Daniels Parkway

Fax: (239) 482-5694

Fort Myers, FL 33912

Website: <https://www.crownlifeacademy.com/>

Please utilize the website for information on contacting your child's teacher, the Principal, or the pastor. Also, your child's teacher will share contact information with you at the beginning of the school year. If you need additional information, please do not hesitate to call the school.

School EIN Number: 59-1864724